

C O N F I D E N T I A

13 September 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of LogisticsSUBJECT: Report of Significant Logistics Activities
for Period Ending 13 September 1984 1. Progress Report on Tasks Assigned by the DCI/DDCI :No tasks assigned during this reporting period. 2. Events of Major Interest That Have Occurred During the Preceding Week:

a. IBM Prepayments: Office of Data Processing (ODP) has provided Automatic Data Processing & Engineering Branch, Procurement Division, Office of Logistics, \$4,988,233 in end-of-year funds (FY-84) to effect a 1-month prepayment of three APP (Alternate Payment Plan) payments due October 1984 (FY-85). This 1-month prepayment in September 1984 has afforded the Agency a savings of \$55,800 in interest fees.

b. Employee Award: An ODP employee on rotational assignment to the Information and Management Support Staff, Office of Logistics, was awarded a Certificate of Distinction, Certificate of Exceptional Accomplishment, and a financial remuneration for his work during the period February through April 1983, on behalf of the Office of Research and Development, Directorate of Science and Technology.

c. Road Improvements: The State of Virginia returned a signed traffic management agreement to the Agency. The design consultant has been instructed to complete the preliminary design report using four-lane designs for Route 123 improvements. The modified reports are to be available to the CIA Traffic Advisory Committee the week of 24 September.

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25X1 d. Bid Package #2 : On 10 September 1984, the first
of the seven volumes of drawings for Bid Package #2
(Headquarters Building and Visitor Center) was delivered to
the Keuffel and Esser blueprinting company for
reproduction. As many as 400 sets of the over 1,100
drawings will be produced. Production schedules call for
all of the finished drawings to be delivered to General
Services Administration Disposal in Alexandria, Virginia,
for distribution to prospective bidders by 15 October. The
1600-page specification, which will accompany the drawings,
will be printed and bound by the Printing and Photography
Division, Office of Logistics. []

25X1 e. Office of Technical Service (OTS) Briefing: On
12 September 1984, a representative from the New Building
Project Office will brief OTS on the New Building with
emphasis on the special laboratory spaces. This briefing
will be videotaped and sent to the OTS []
25X1 []

25X1 f. [] Renovations: Blacktopping of the
25X1 [] drives and parking lot is approximately 95 percent
complete. All that remains is some cleanup and patch work,
painting of yellow lines, and application of a blacktop
slurry to the apron areas between the driveways and
25X1 building exterior walls. []

25X1 g. Market Survey for Additional Parking in
McLean/Tysons Corner Area: The Real Estate and
Construction Division/OL is presently conducting a market
survey of the available parking in the McLean/Tysons Corner
area for possible use by the Agency to supplement the
critical parking needs at the Headquarters Compound. []

25X1 h. CIA/Air Force Contracts: The Office of Legislative
Liaison reports that the Government Accounting Office (GAO)
team investigating CIA/Air Force contracts briefed the
Subcommittee on Legislation and National Security of the
House Committee on Government Operations. The briefing
went well and the committee does not appear particularly
interested in pursuing the matter. Apparently GAO did not
present the committee with any "significant findings." GAO
was asked for a copy of the draft report before it is
submitted to the committee. GAO expressed total
satisfaction with the treatment they received from the
various Agency offices involved. []

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i. Clearances for Allied Maintenance Corporation
(Allied) Personnel: Despite the disappointing progress in clearing Allied personnel, progress has been made in other areas leading to the assumption of maintenance and operation responsibility. The following is a summary of the current status:

(1) Approximately 50 personnel have been hired. These are primarily custodial but include the project manager and the powerhouse superintendent and assistant manager for craft and maintenance, among others.

(2) Allied is now cleaning all corridors and both public and private restrooms. They are also cleaning the offices and restrooms in the motor pool and powerhouse.

(3) Three window cleaners have been hired and have begun work.

(4) A motorized street sweeper has been acquired and is sweeping entrance roads and parking lots.

(5) Training classes have begun for custodial personnel and will continue nightly through September.

(6) Allied has presented a listing of subcontracts which must be in effect by 1 October 1984 and is proceeding to negotiate contracts.

(7) An equipment inventory has been completed in the powerhouse and preventive maintenance procedures are approximately 85 percent complete.

(8) A physical inventory of Headquarters' utility system equipment will begin on 12 September 1984.

(9) Operating and emergency procedures for the powerhouse and building systems are in progress.

25X1 3. Significant Events Anticipated During the Coming Week:

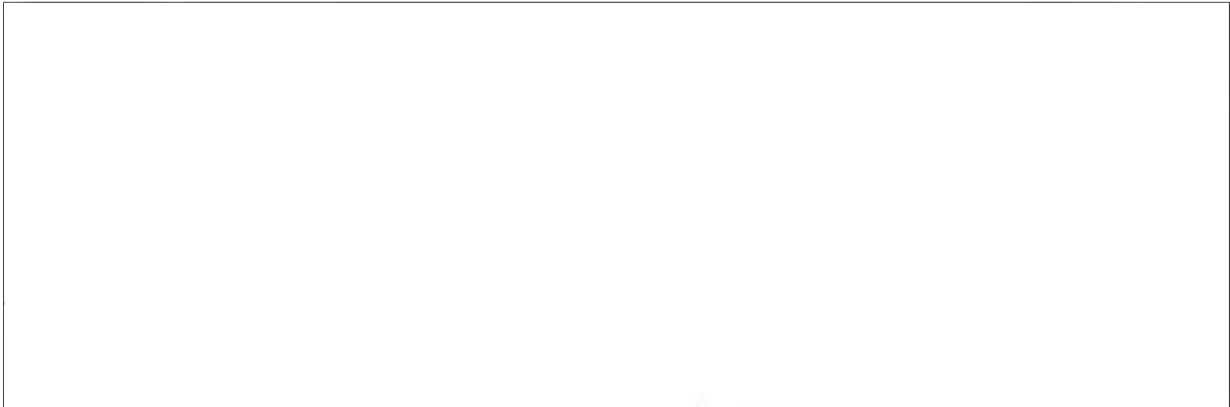
25X1 a. The DCI is scheduled to tour the at
25X1 1400 hours on Monday, 17 September 1984.

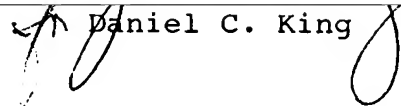
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